

**Oneida County Buildings & Grounds Committee Meeting**  
**July 12, 2016**  
**Minutes**

**Committee Members present:** Billy Fried, Bob Metropulos and Scott Holewinski.

**Department Staff:** LuAnn Brunette (Facilities Director) and Bruce Stefonek (Assistant Facilities Director) Troy Huber (Assistant Facilities Director).

**Others Present:** Dan Gleason, Lisa Charbarneau, Hillary Golden and Katherine Garrison (Headwaters Inc.), Kevin Boneske (Star Journal), Daleth Mountjoy (Northwoods River News).

**Call to order**

Committee Chair Billy Fried called the meeting to order 8:35 a.m. in Committee Room 1 on the second floor of the Oneida County Courthouse confirming the meeting was properly posted.

**Approve agenda**

Brunette noted there should have been a return to open session following agenda item 10. She requested when the agenda is approved, the item be approved at very end of the meeting and then adjourn. Fried noted the scrivener's error and implied there will be a return to open session following the closed session. Motion to approve the agenda noting the changes as presented by LuAnn Brunette by Metropulos, second by Holewinski. Voice vote: All ayes; motion passed.

**Approve minutes from the June 6, 2016 committee meeting**

Motion to table the approval of the minutes from the June 6, 2016 committee meeting until the next meeting by Fried, second by Holewinski. Voice vote: All ayes; motion passed.

**Introduce Assistant Facilities Director**

Brunette introduced the new Assistant Facilities Director, Troy Huber who was hired to replace the current Assistant Facilities Director, Bruce Stefonek who has accepted the position as Highway Commissioner. Brunette noted Huber has been with the department for just less than two years as the Maintenance Technician at the LEC.

**Bills, vouchers, blanket purchase orders, line item transfers**

Motion to approve the bills, vouchers, blanket purchase orders, line item transfers as presented by Holewinski, second by Metropulos. Brunette commented the furniture and equipment purchase were part of the 2016 budget for the Department on Aging to put in the ADA assist doors. Voice vote: All ayes; motion passed.

**Request from Head Waters to display art project at courthouse**

Brunette introduced Hillary Golden and Katherine Garrison from Headwaters who were there to request to display some of the artwork of their clients on the landing between the first and second floor in the historic part of the building. Garrison informed the committee because of the changes to the subminimum wage license they are being tasked by the state to help integrate their clients into the community. Many in the community are supportive but they are asking for the support of government. They're constructing a large box, approximately 5 feet tall by 3 feet wide by 2 feet deep to display. The purpose is to demonstrate they are here in a non-intrusive way and are not trying to take jobs away from anybody or make people uncomfortable but slowly shift culture. Golden explained they would like

the art displayed for at least a week but are hoping for more adding they should be ready in two weeks. Garrison added they are open to input because they know they have just one chance to make a first impression. Fried stated the concern is that there would be nothing that is offensive to anyone and that the walk way is not restricted and left the time frame up to Brunette. Motion to allow the facilities director to work with Headwaters to display art work at the discretion of the facilities director by Fried, second by Holewinski. Voice vote: All ayes; motion passed.

#### **Updates and possible action on Buildings & Grounds projects/activities**

**a. Video surveillance cameras**

Brunette stated they are still tweaking the setup of the cameras function and Johnson Controls will be back on site to do that and provide additional training. There are two cameras to be installed on light poles in front. The poles have been repainted and retrofitted to accommodate LED fixtures which will be installed the next time the electrician is on site. Stefonek stated IT is working on allowing Johnson Controls to login to those cameras but the thirty day time limit runs out before they have the chance to use them. Fried stated he would like to see them do a scenario where you think something has happened and go back two days and locate it. Stefonek stated that part is easy and they intentionally waited till the last meeting to setup to teach Huber and Brunette a bit more when they are both available.

**b. Court video conferencing**

Brunette reported technical support has been turned over to IT, however, Buildings & Grounds staff continuing to move the equipment to support the courts.

**c. UW leased space/workplace environment**

Brunette commented she believes there was an item on their agenda and the rumor she has heard is to pursue other leased space; however, there is to be a meeting in Vilas County to discuss the regionalization of the UW.

**d. Courthouse dome lighting – FOCUS on Energy incentive**

Brunette state she had reported in the previous meeting about the changes to the dome lighting and they were told they were to receive an incentive, however, because it was done at such a low cost there will be no incentive but they should start seeing some of the savings.

**e. Law Enforcement Center Retro-Commissioning**

Brunette reported they have submitted the documents to Automated Logic but haven't heard back. They have called and emailed Bob Bayne of Grumann/Butkuss; they were supposed to respond this morning but so far there has been no response. She had requested an updated schedule so that they can get moving on that. Huber stated he is on board and up-to-date with the project.

#### **Efficiency Team questionnaire submission on Buildings & Grounds department**

Brunette reported she has been working with the Efficiency team as directed by the County Board and all of the departments have a questionnaire to fill out that list each of the programs and allocates a portion of the budget which then must balance out as well as the number of FTE assigned to each project and then rank those projects from most to least important. They have required each committee of jurisdiction to approve the way this has been put together. The finance director wanted the CIP and with just the number FTE and the amount budgeted assigned to but not to receive a ranking because they have already been scrutinized by the CIP oversight committee, the Administration Committee and the County Board bringing the number of programs down to seven. Brunette went by what was done by the previous director in order to compare and noted they were quite similar. Brunette reported specific details of the report and explained how those are then factored into weighted answers to rank all the different programs from each department. Fried commented he would like to see the estimate cost if it was subcontracted because as cost are rising and budgets are being cut. Motion to forward the

questionnaire on to the Efficiency Team with the approval of the Building & Grounds Committee by Holewinski, second by Metropulos. Voice vote: All ayes; motion passed.

**Capital Improvement Projects**

Brunette stated the CIP was included on the agenda in the event they had received notification from administration indicating they were starting that process but have not received that notification yet. Brunette reported she has been working with Stefonek to come up with figures for those project that they know will be coming forward such as; paving of the Health & Aging parking area, reallocation of how the counter is laid out in the Clerk of Courts office to accommodate the e-filing to make additional space for monitors, and the UPS at the LEC. Fried asked that the committee be updated on the length of the maintenance contract when they bring the information for the CIP.

**Vacancy Review Appeal Maintenance Technician LEC (Law Enforcement Center)**

Motion to waive the six month waiting period to replace the Maintenance Technician at the Law Enforcement Center, second by Metropulos. Fried asked Holewinski to rescind the motion until they had heard from Lisa Charbarneau. Charbarneau reported she had been working with Brunette to develop an alternate idea to fill the position with someone without all of the qualifications and work them through the schedule as they either obtain certifications or get additional training, however, they would need to take it back to the county board and create those slots within the pay schedule. They are looking at something similar for IT next year but for right now Brunette is concerned it would be August and they would be way behind. Brunette stated she felt with the incoming state inmates the position needs to be filled. Brunette stated if in the future they were able to train internally they may retain them if training is specific to county equipment. Voice vote: All ayes; motion passed.

**Closed session: It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(c), "considering employment, promotion, compensation or performance evaluation data of any public employee" (Topic: Assistant Facilities Director position)**

Motion to enter into closed session at 9:11 a.m. by Holewinski, second by Metropulos. Roll call vote: All present voting in the affirmative; motion passed.

**Return to open session**

Motion to return to open session at 9:18 by Metropulos , second by Holewinski. Roll call vote: All present voting in the affirmative; motion passed.

**Announcement from open session (if any)**

Motion was made by Fried, seconded by Metropulos to approve the Highway Commissioners compensation for cross-training the Assistant Facilities Director under the direction of the Facilities Director not to exceed 80 hours at his current rate of pay as Assistant Facilities Director.

**OrderNon-budgeted item requests**

None

**Public comment**

None

**Items for next agenda**

Information on CIP and other projects.

**Future meeting date**


Monday, August 1, 2016 9:30 a.m.


**It is anticipated that after adjournment, members of the committee may tour the courthouse to view recent projects completed by Buildings and Grounds; no action will be taken at this time**

Fried stated this was set up to take a look at the new LED in the Dome adding Ben Meyer from Channel 12 would like to do a story and possibly attend.

**Adjournment**

Motion to adjourn at 9:25 Metropulos, second by Holewinski. Voice vote: All ayes; motion passed.

  
~~Billy Fried, Chairman~~  
Lance Krolczyk, Vice Chair

  
Dan Gleason, Recording Secretary